

## City of DeWitt

### JOB DESCRIPTION

#### DEWITT AQUATIC CENTER MANAGER (seasonal)

##### **Position Purpose:**

Under the direct supervision of the Director, Parks & Recreation, oversee the operation of the DeWitt Aquatic Center pool and concession stand.

##### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them for the position if the work is similar, related or a logical assignment to the positions.)*

- Plan and coordinate the activities of the DeWitt Aquatic Center. Assist with pre-season setup and post season shutdown. Assist staff with daily pool operation. Manage the learn to swim and rental schedule.
- Handle public concerns, problems or suggestions in a calm, professional and courteous manner. Notify the proper authority, e.g., police, when situations arise beyond the control of the pool staff.
- Schedule & Supervise staff. Interview, hire and train lifeguards, swim lesson instructors, front desk staff and assist with concession staff.
- Conduct staff orientation and staff meetings as deemed necessary. Conduct training for lesson staff and develop staff as instructors. Be available to staff and supervise students during lessons.
- Submit reports and paperwork to the Red Cross.
- Supervise lifeguards to assure alertness, promptness, and firm, consistent rule enforcement. Perform end-of-season evaluations on all 1<sup>st</sup> year pool and concession personnel and others as needed.
- Assist staff with daily pool operation.
- Prepare payroll. Account for daily pool and concession deposits and make accurate financial records.
- Open and close the facility. Make daily inspections of the facility to include diving board, slides, lifesaving/rescue equipment, concession stand, and dressing rooms. Test water chemistry and complete necessary records. Backwash pool filters as indicated. Order pool chemicals, janitorial & office supplies, uniforms and equipment as needed.
- Account for accident, save and expulsion reports.

- Submit a year-end report to the Parks & Recreation Commission. Oversee year-end maintenance duties.
- Promotes safety throughout the DeWitt Aquatic Center.
- Perform any other duties as directed by the Director of Parks & Recreation.

### **Recommended Minimum Qualifications:**

#### **Education, Training & Experience:**

High school degree required. First Aid, CPR, and Water Safety Instructor certification required. Prefer at least two years of aquatic facility management

#### **Special Requirements:**

Must possess a CPO or be scheduled to be CPO certified.

#### **Knowledge, Ability, & Skill:**

##### **Knowledge:**

Knowledge of modern office procedures and administration. Knowledge of best practices of leisure services. Knowledge of modern management in municipal government. Knowledge of pool water quality control and pool mechanical functions.

##### **Ability:**

Ability to organize and collaborate with others, communicate effectively, and to establish and maintain working relationship with City employees, residents, participants, and customers. Ability to operate modern phone system and operate modern personal computer, ability to prioritize and multi-task with many interruptions and time constraints. Ability to work independently as well as on a team.

Ability to prioritize tasks, complete work assignments accurately, on time and within budgetary limits.

##### **Skill:**

Excellent customer service and organization skills, effective writing and oral communication skills. Skill in operating personal computer with Microsoft Office applications and other recreation management software. Skill in leading groups of employees. Skill in maintaining facilities. Skill in working with vendors/suppliers.

### **Job Environment**

Primarily outside work involving frequent standing and walking. Consistent outdoor work is required, including walking on uneven grass surfaces, exposure to dust and dirt, and subjection to different weather conditions including wind, heat, and rain. Has access to sensitive and confidential information. Operates computer, calculator, copier, telephone and other standard office equipment.

### **Physical Requirements:**

*(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable*

*accommodations may be made to enable individuals with disabilities to perform the essential functions)*

Requires ability to converse, using verbal and listening skills, with citizen customers and staff. Outside work involving standing and walking. Occasional climbing, stooping, reaching, and handling activities. Requires clarity of vision 20' or more and 20" or less, as well as eye/hand coordination, manual/finger dexterity and motor coordination. Requires the ability to operate keyboard or calculator at efficient speed. Requires clerical, forms, numerical, and verbal perception. Work involves intermittent lifting, pushing, pulling, carrying heavy objects and materials used maintenance of the Aquatic Center of 50 lbs. or more, and intermittent periods of sustained physical activity involving climbing, lifting, crawling, bending, stooping, crouching. Very good mobility and physical condition required. Required clarity of vision 20 feet or more, good depth perception.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change)*

Created: 8.22.22(DRAFT)

Approved by City Council: \_\_\_\_\_

Acknowledged by Employee: \_\_\_\_\_